

SECRETARY TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is assisting the Fire Chief by providing administrative support and performing clerical duties and office functions. The Secretary to the Fire Chief receives and processes records and reports of the department, and enters records into the department computer. The employee of this class prepares correspondence for the Chief's signature, maintains department files, and acts as receptionist for the department. The Secretary to the Fire Chief performs routine duties independently, reporting to and having work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Receives department records and reports and checks them for completeness, accuracy, and conformity to established procedures; corrects errors in records and reports or returns them for correction. Types letters, forms, memos, statements, formal reports, or any other documents as assigned by the Fire Chief. Proofreads typed material and corrects errors. Reads graphs, charts, manuals, records, reports, or related department documents and compiles data needed for reports. Prepares payroll records (including changes such as raises, changes in dependent status, new additions to the payroll, out of class pay, or related changes.) Makes calculations necessary to compute payroll.

Processes and files reports according to department procedures. Files correspondence, cards, forms, records, or reports in hard copy files or computer database where they are organized alphabetically and numerically. Locates and retrieves information or documents from the hard copy files.

Uses computer scanning equipment to enter records or documents into computer database. Fills out all forms or records required or assigned to this position.

Schedules appointments and keeps records of schedules and notifies of appointments, meetings, or other scheduled events for the department. Answers any telephone calls coming in on assigned lines and handles routine matters or transfers callers following department procedures. Sorts and distributes the mail to the proper person, section or office. Stamps material to record date and/or time that the material was received. Answers questions for

the public about operation of the department or any related areas of emergency services. Takes dictation and transcribes from notes, using shorthand. Assists Fire Chief in writing requests for grants or other special funds to aid in the operation of the department. Assists with PIAL rating paperwork.

Gets estimates on repair costs for any assigned equipment. Locates repair services and arranges for repairs and maintenance of all assigned equipment, or assigns such to qualified department personnel. Arranges for repairs and maintenance of all department facilities, equipment, or operating systems, or assigns such to qualified department personnel.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which will be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate.